

# Whitby Public Library Board Minutes

**Date:** April 20, 2022

**Time:** 7:00 p.m.

**Place:** WebEx Conference

**Present:**

Geoff Anderson, Chair

Michael Emm

Janet Georgieff

Lorraine Gray

Art Maki

John Stafford

**Regrets:**

Jennifer Maddigan

Fannie Mann

Liam Nichols

Maleeha Shahid

**Also Present:**

Donna Bolton-Steele, Manager, Community and Service Development

Michelle Frenette, Corporate Services Manager

Christy Harper, Manager, Technology and Operations

Pat Khashmanian, Administrative Services Manager

---

**1. Call to Order/Approval of Agenda**

Moved by Michael Emm

Seconded by Janet Georgieff

That the Agenda be approved as distributed.

CARRIED

**2. Declaration of Conflict of Interest**

No conflict of interest was declared.

**3. Guest Speaker: Chief Todd Rollauer, Durham Regional Police Service**

Chief Rollauer gave an overview of Durham Regional Police Service, which began in 1973 as an amalgamation of several services. It now has 1200 members, sworn and

civilian, with five regional divisions. It is governed by a separate board but is funded through the Durham Region tax base. He discussed current projects, including a Mental Health Support Line, a Crisis Call Diversion Program, and a Cybercrime Unit, as well as current concerns such as the amount of time spent on mental health calls, fraud risk for seniors, and an increase in human trafficking. In response to questions, he also discussed efforts to increase diversity among members and to provide diversity competency training for members.

#### **4. Consent Agenda Items**

Moved by Michael Emm

Seconded by Lorraine Gray

That the Consent Agenda items be approved as distributed.

CARRIED

#### **5. Chief Executive Officer's Report**

In Rhonda Jessup's absence, Donna Bolton-Steele reported that a vaccine clinic was held at the Central Library in March. Another will be held tomorrow and one in May. These serve as awareness training as well as providing vaccines to individuals. The first in-person Storytimes since the pandemic began took place this week. The June-August newsletter has gone to press and programming during that time will be mixed virtual and in-person. We have been seeing more people in the library buildings lately.

#### **6. Councillor's Report**

No report tonight since Councillor Shahid was not present.

#### **7. Business Arising from Minutes**

##### **a) Meeting format**

After discussion, it was decided to do the May Board meeting virtually and to consider the issue again next month. Geoff will poll those unable to attend that meeting to hear their opinions beforehand.

#### **8. New Business**

##### **a) Approval of the in camera minutes of March 16, 2022**

Moved by Michael Emm

Seconded by Janet Georgieff

That the minutes of the in camera meeting of March 16, 2022 be approved as distributed.

CARRIED

**b) Information Services Policy**

This policy was up for its regular review. Minor revisions were suggested by staff to align the policy with the current strategic plan and our Statement of Commitment to Customer Service, to include the Canadian Federation of Library Associations' Statement on Diversity and Inclusion, and to improve clarity and readability.

Moved by Lorraine Gray

Seconded by Art Maki

That the updated Information Services Policy be approved as distributed.

CARRIED

**c) Creative Space**

Donna Bolton-Steele reported that surveys and focus groups provided great feedback from staff and the community. Discussions based on that feedback, an environmental scan, and feedback from colleagues at other libraries are ongoing among department heads, exploring options, defining our scope, and developing timelines. Work on specifics will soon be turned over to a public service and technology staff team. Final plans will likely include take-home equipment as well as in-library use equipment.

**d) Board Evaluation**

Janet Georgieff reported that she and Art Maki have been working on this project with useful assistance from Lorraine Gray, who led a similar project in 2019. The Planning Committee met tonight and gave input on questions to include, so those should be finalized very soon. The hope is to have the evaluation completed and discussed by the full Board before the summer break. Results should help in the fall preparation of a Legacy Document for the next board.

**e) Personnel Matter**

Moved by Art Maki

Seconded by Michael Emm

That the meeting go into closed session to discuss this item at 7:59.

CARRIED

Moved by Lorraine Gray

Seconded by Art Maki

That the meeting move back into open session at 8:05 p.m.

CARRIED

**9. Next Meeting**

The next meeting will be held on Wednesday, May 18, 2022, at 7:00 p.m., by WebEx Conference.

**10. Adjournment**

The meeting adjourned at 8:06 p.m. on a motion by Michael Emm.

---

Board Chair

---

Secretary